



TOWN OF WESTFORD
BOARD OF SELECTMEN

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5501 Fax (978) 399-2557

REVISED
MEETING AGENDA

Tuesday, April 25, 2017

7:30PM

Town Hall, Meeting Room, 55 Main Street

1. 7:30PM **Call to Order**
2. 7:30PM **Pledge of Allegiance**
3. 7:32PM **Open Forum/FAQ/Announcements**
 1. Recognize Kelly Ross for his 15 years of service to the Town of Westford
 2. Presentation of Exceptional Service Medals to Police Officers Ian McEnaney and Greg Burns for actions on April 17, 2017
 3. Recognize Richard “Chip” Barrett, Highway Superintendent, for receiving the American Public Works Association’s Professional Manager of the Year Public Works Emergency Management Award for the year 2017
 4. Recognize Health Director Jeff Stephens, Food Inspector Arnie Price, and Health Agent Rae Dick for earning the credentials of Certified Professional in Food Safety by the National Environmental Health Association, and Rae Dick for her induction as a Local Public Health Institute Fellow
 5. Announce State Senator Eileen Donoghue to hold office hours in the Town Hall Meeting Room May 12, 2017, from 10:00AM to 12:00PM
4. 7:35PM **Public Hearing** **CANCELLED AND RESCHEDULED ON**
May 9, 2017 at 7:55PM

Request from 540 Groton Road, LLC to approve Massachusetts General Law Chapter 148 Section 13 license application at 540 Groton Road for two 30,000 gallon liquid asphalt tanks and one 10,000 gallon #2 fuel oil tank
-Melissa Robbins, Deschenes & Farrell PC
5. 7:45PM **Public Hearing**

Request to the approve transfer of a Massachusetts General Law Chapter 138 Section 12 all alcohol common victualler liquor license from Belle’s Bistro, Inc. to GPJ, LLC doing business as Fuse Westford, 2 Powers Road, and designate Scott Pelletier as manager
-Jay Lee, Gallagher & Cavanaugh LLP
6. 7:50PM **Request input on Request For Proposals (RFP) for the feasibility study related to re-use of town center municipal building, 51 Main Street**
-Tom Mahanna, Chair, Permanent Town Building Committee

7. 8:00PM **Board Reports/Updates**
Update from Energy Committee and request to seek new members
8. 8:10PM **Consent Agenda- Request to approve the following**
Town Common Request
Event: World Laughter Day celebration
Date: May 7, 2017
Applicant: Cynthia Brown, Westford Laughs Laughter Yoga Club
Times: 5:00PM to 6:00PM
9. 8:15PM **Old/New Business**
1. Request to name and appoint members to the new “committee to examine possible personal and property tax relief for seniors, disabled and low income citizens” as resolved by Town Meeting:
 - a. Suggested name: Tax Relief Examination Committee
 - b. Citizen Activity Forms received:
 - Annette Cerullo, Council on Aging
 - Christine Collins, Tax Collector-Treasurer, *non-voting*
 - Donald Costley, Tax Possession Sale Committee
 - [Paul Fassbender, Resident-at-Large](#)
 - Henry McDowell, Resident-at-Large
 - Dan O’Donnell, Finance Director, *non-voting*
 - Paul Plouffe, Assessor, *non-voting*
 - Christine Pude, Affordable Housing Committee
 - Richard Severyn, Resident-at-Large
 - Thomas Spuhler, Master Plan Implementation Committee
 - Kathy Wilson, Council on Aging
 2. Request from the Town Clerk to re-appoint election officers for terms to expire July 31, 2017
 3. Request from the Tax Possession Sales Committee to sell parcel 073 0013 0000 at 59 Endmoor Road and receive any interest or concerns from all town departments, boards or committees
 4. Receive update from Ebi Masalehdan regarding 66 Boston Road: Present updated agricultural plan, discuss soil management plan, and provide status of compliance with Agricultural Preservation Restrictions (APRs)
10. 8:45PM **Minutes for Approval**
For Release
March 2, 2017 - Regular Session, revote with revisions from the Finance Committee
March 21, 2017 – Regular Session
11. 8:50PM **Town Manager’s Report**
1. Consider additional lease payment reduction for The Roudenbush Community Center, Inc. (TRCCI) during the construction phase of the Roudenbush Community Center buildings’ rehabilitation

2. Request to review draft RFP for the lease of the buildings at 65 and 73 Main Street and 170 Plain Road
3. Request to review draft RFP for the disposition of 35 Town Farm Road
4. Request approval of Complete Streets 2018 projects
-Paul Starratt, Town Engineer
5. Request authorization to use the Sidewalk Gift Account to fund the Complete Streets Add Alternate 1 at the Norman E. Day School up to the amount of \$35,326
-Paul Starratt, Town Engineer
6. Request to accept gift of \$200 from Emerson Hospital and \$100 from Enterprise Bank to the Healthy Westford Committee in support of the WestFest Walk-A-Thon
7. Report on municipal electricity aggregation program bid award for supply contract for residents and businesses at a rate of \$0.10122 per kilowatt/hour (kWh)
8. Discuss suggested topics for Strategic Planning Retreat to be held June 15, 2017
9. Request to appoint Eric Heideman as acting town manager from May 1st through May 7th, 2017 with no appointing authority
10. Request to approve the following contracts:
 - a. The Assignment and Assumption of the contract with our existing offsite fuel provider L.E. Belcher to Petroleum Marketing Group, Inc.
 - b. Matrix Consulting Group to conduct and analyze a community survey of recreation facilities in the amount of \$16,000 with funding from the Community Preservation Act funds for the Recreation Master Plan and the Recreation Contracted Services budget
-Pat Savage, Director, Recreation Department
-Chris Barrett, Parks and Recreation Commission

12. 9:00PM **Correspondence**

13. 9:05PM **Adjournment**

**Board of Selectmen
Correspondence
April 25, 2017**

Outgoing Correspondence:

- | | | |
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| C 01 | 3/10/17 | Letter to Terry Grady, Republic Services, as Notice of Non-Performance for the contract terms for the collection of recyclables and customer service |
| C 02 | 4/13/17 | Letter to State Representative Brian Dempsey, Chairman, House Committee on Ways and Means, regarding Board of Selectmen support for increased funding to smaller Housing Authorities |

Incoming Correspondence:

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| C 03 | 4/10/17 | Notice to User for Middlesex County, Massachusetts from US Federal Emergency Management Agency Flood Map Service Center |
| C 04 | 4/10/17 | Memorial Day 2017 informational flyer from Veterans Service Officer Terry Stader |
| C 05 | 4/10/17 | Notice of Hearing to consider approval of disclosure statement for joint plan of reorganization of SunEdison, Inc. and its debtor affiliates pursuant to Chapter 11 of the bankruptcy code |
| C 06 | 4/11/17 | Payless Holdings LLC debtors' motion for entry of interim and final orders authorizing the debtors to assume the consulting agreement, approve procedures for store closing sales, and granting related relief from the US Bankruptcy Court |
| C 07 | 4/11/17 | Payless Holdings LLC interim order authorizing the debtors to assume the consulting agreement, approving procedures for store closing sales and granting related relief from the US Bankruptcy Court |
| C 08 | 4/14/17 | Notice of Meeting for Northern Middlesex Council of Governments for April 19, 2017 |
| C 09 | 4/18/17 | UMass Lowell <i>Newsline</i> for April 2017 |
| C 10 | 4/18/17 | Confirmation letter that the Essex County Fire Chief's Association is appointed as the Municipal Hearings office under MGL Chapter 148A |
| C 11 | 4/18/17 | Notice of work by National Grid at Littleton Road, Tadmuck Road, and Canter Circle |

*If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact
Greg Johnson 978-692-5501 extension 1 or email to gregjohnson@westfordma.gov.*